

Special Education Due Dates 2011 – 2012

Shaded rows pertain only to districts in specific years of the Special Education Monitoring Cycle

“CIMS Cycle” is posted at: <http://itcnew.idahotc.com/cims-home/cims-documents.aspx>

Due Date	Name	Description	Contact
Sept. 30, 2011	Early Childhood Transition	Reported at the district level. Reports students who received services from the Idaho Infant Toddler Program and turned 3 between July 1, 2009 and June 30, 2011 and were referred for evaluation to the school district. Instructions & Upload Directions: http://www.sde.idaho.gov/site/special_edu/datacollection.htm All districts must upload a report. If no EC students transitioned, upload an empty report. <i>Charter schools are exempted because they serve no preschool students.</i>	Kim Reader 208-332-6911
Sept. 30, 2011	Compliance Plan	<i>Monitoring cycle, Years 3-5 only:</i> Only districts receiving a noncompliance notice regarding findings from Child Count Verification in May must enter a plan for coming into compliance in the web-based Compliance Tracking Tool. Download Webinar PowerPoint Presentation http://itcnew.idahotc.com/LinkClick.aspx?fileticket=LFxDc6A2sdQ%3d&tabid=1056 (slides with notes). Access the Compliance Tracking Tool https://www.sde.idaho.gov/ComplianceTracking/ .	Rich Henderson 208-332-6806
Oct. 15, 2011	Part B Application	Application for districts is posted at https://apps.sde.idaho.gov/IDEA/Year/2/Home/Home under “IDEA Part B and Preschool Application”.	Lester Wyer 208-332-6916
Oct. 15, 2011	Team & Process Form Gen. Supervision Checklist	For districts in Monitoring Cycle Year 1: Team & Process Form and General Supervision Checklist, found on the following website http://itcnew.idahotc.com/cims-home/cims-documents.aspx must be uploaded to the SDE Secure Server for monitoring at: https://seciis-2.sde.state.id.us/remotefilemanager/sped/index.php	Alisa Fewkes 208-332-6925
Dec. 3, 2011	Child Count	<i>Special education Child Count data will be harvested from the ISEE file upload due on the first Friday in December. This upload includes all nine files:</i> <ul style="list-style-type: none"> • Student Demographics • Special Education • Gifted/Talented • Staff Demographics • Staff Assignments • District Calendars • Student Daily Attendance • Student Course Enrollment • Staff Attendance <i>This is collected the first Friday in December and districts have until December 15th to submit error free files. The data reports all the daily information from November 6th to December 3rd with a “snap-shot” taken on December 1 for the actual Child Count tally.</i> <i>Child Count Manual with codes and definitions:</i> http://www.sde.idaho.gov/site/special_edu/child_count.htm	For upload issues contact: 208-332-6923 Lester Wyer 208-332-6916

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Due Date	Name	Description	Contact
Dec. 15, 2011	IEP File Summaries due: General Files, Secondary Files Preschool Files	<i>Monitoring cycle, Year 1 only: District student list is posted on the SDE Secure Server at: https://seciis-2.sde.idaho.gov/remotefilemanager/sped/index.php The district will conduct specified file reviews and complete file checklists (http://itcnew.idahotc.com/dnn/cims/SAMTools.aspx). Summary information will be entered into the Compliance Tracking Tool at: https://www.sde.idaho.gov/ComplianceTracking/ . Download Webinar PowerPoint Presentation (slides with notes) on how to enter data into the Compliance Tracking Tool.</i>	Rich Henderson 208-332-6806
Jan. 15, 2012	Compliance Plan	<i>Only districts receiving a noncompliance notice from the SDE in November must enter a plan for coming into compliance. Improvement strategies are recorded in the web-based Compliance Tracking Tool. For instructions, download Webinar PowerPoint Presentation (slides with notes). Access the Compliance Tracking Tool at this link.</i>	Rich Henderson 208-332-6806
Feb. 1, 2012	Exceptional Child Tuition Equivalency	<i>Application for Exceptional Child Tuition Equivalency as provided by Idaho Code §33-1004B.2. http://www.sde.idaho.gov/site/special_edu/</i>	Lester Wyer 208-332-6916
March 1, 2012	Child Count Verification File Review	<i>Monitoring cycle, Years 2-4 only: Districts must submit student IEPs, eligibility documentation, (student names randomly selected by the SDE), and invitation to IEP meeting, to be reviewed for verification of compliance, or the maintenance of compliance with IDEA. The SDE will send prior notification of the files required.</i>	Alisa Fewkes 208-332-6925
March 15, 2012	Parent and Personnel Survey Summary	<i>Monitoring cycle, Year 1 only: Parent Survey and Personnel Survey summaries must be uploaded to the SDE Secure Server for Monitoring at: https://seciis-2.sde.state.id.us/remotefilemanager/sped/index.php</i>	Alisa Fewkes 208-332-6925
March 31, 2012	Survey Contact Information	<i>Final submission of contact information for NCSEAM and Post Graduation Survey on the Secure Server for Monitoring at: https://seciis-2.sde.state.id.us/remotefilemanager/sped/index.php</i>	Alisa Fewkes 208-332-6925
May 1, 2012	SAM File Review Reviewed and Verified	<i>Monitoring cycle, Year 1 only: SAM File Review data results from December 2011 reviewed and verified on the Compliance Tracking Tool.</i>	Rich Henderson 208-332-6806
May 15, 2012	Child Count Verification File Review Reviewed and Verified	<i>Monitoring cycle, Years 3-5 only: Child Count Verification File Review data results from May 2011 for years 3 – 5 reviewed and verified on the Compliance Tracking Tool.</i>	Rich Henderson 208-332-6806
June 30, 2012	Special Education Discipline Report	<i>Reported at the building level. Reports suspension incidents for students with disabilities. Reports the number of expulsions of students with and without disabilities and whether they received services during the expulsion. Every school must file the report even if they had no suspensions. Instructions and Upload Directions: http://www.sde.idaho.gov/site/special_edu/datacollection.htm</i>	Lori Howard 208-332-6911
June 30, 2012	Initial Referral 60-Day Timeline	<i>Reported at the district level. Reports students who were not on an IEP for whom parental consent was obtained for special education assessment. Was the eligibility determined within 60 days of receipt of parent consent? If late, how many days late and the reason. Every district must file the report, even if they had no initial referrals. Instructions and Upload Directions: http://www.sde.idaho.gov/site/special_edu/datacollection.htm</i>	Lori Howard 208-332-6911

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